



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE:	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Community Development Research Division 603-A Trinity-Washington Building Atlanta, Georgia 30334		4. Person to Contact D. Gotwalt	5. Working Title Editor
		6. Tel. No. 656-3854, ext. 20	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series Earliest to Date	9. Exact Series Title Georgia Manufacturing Directory Files
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10. What is the function of the office in which this record series is created?
Research Division is responsible for providing research, statistical, information gathering and interpretation services to the Industry, Tourist and Community Affairs Division of the Department, to communities, and to other agencies both public and private, engaged in the development of economic and human resources of the state.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to the publication of the Georgia Manufacturing Directory.

Included are computerized questionnaires, master locator list, tabulating (keypunch) cards, magnetic tape, and update printouts.

Files are arranged numerically by location number thereunder alphabetically by name of the manufacturing company.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	1.5			0.1
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6 sq. ft.	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				30	30
				30	30
				30	30

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | | |
|--|-------------------------------------|-------------------------------------|
| | YES | NO |
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
Yes, DOAS has a magnetic tape. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. <u>Georgia Manufacturing Directory</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?
See Item 21. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?
There are update printouts; and one master locator list. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept See below years:
Item 25.

- | | | | | | |
|--|--|---|--|---|---|
| a. <input type="checkbox"/> STATE
LAW | b. <input type="checkbox"/> STATUTE OF
LIMITATION | c. <input type="checkbox"/> AUDIT
PERIOD | d. <input type="checkbox"/> FEDERAL
LAW | e. <input checked="" type="checkbox"/> ADMINISTRATIVE
DECISION | f. <input type="checkbox"/> HISTORICAL
VALUE |
|--|--|---|--|---|---|
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) _____
- See attached explanation sheet.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>James M. White</i>	Date <i>6/13/74</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>6-13-74</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<i>6-26-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>6-26-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>A. W. D. Shell</i>	<i>6-28-74</i>

ITEM 25. Computerized Questionnaires - Cut off at the end of each calendar year; then hold in the current files area until the date of release of the next issue of the Georgia Manufacturing Directory; then destroy.

Update Printouts - Hold ^{in current files area} until information on the Master Locator List has been verified; then destroy.

Master Locator List (Master Dump) - Cut off at the end of each calendar year; then hold in the current files area until the date of release of the next issue of the Georgia Manufacturing Directory; then destroy.

Tabulating (Keypunch) Cards - Hold until information on magnetic tape has been verified; then destroy.

Magnetic Tape - Erase and reuse when information on the updated magnetic tape has been verified.